

**Good afternoon, USC!**

**Here are your updates for the week of Sept 14th-18th**

**Important Updates:**

**NEW & IMPROVED INTERNAL STAFF DIRECTORY**

Please see the updated [USC Staff Internal List](#). This will now be a live document housed in the Full-time Staff Resources folder under the Shared Drives. We will update this list in real time and all staff have a cell/home phone number listed so they can be contacted if working from home.

**Business Cards:** In an attempt to get the new logo on everything that we use we will be creating new business cards for everyone. When creating these new cards we will be putting a QR code on each business card so that someone can scan your card and all of the information will be automatically uploaded to their contact section in their phone. Images of all business cards will be saved on an ipad at Info Source so that when a student requests your contact information they can simply just scan the QR code on the screen. We will also send staff a virtual copy of their business card so they can share it to others if they wish. We understand that some people may still want printed cards so we are also giving that option.

Please view this [Business Card Information sheet](#): to indicate whether or not you would like printed business cards (at this time). You also have the option to add a cell phone number or a website link if there is a specific area of the USC website that you would like linked to your profile when a student scans your card. **Please update all information by Monday, Sept 21st.**

If you have any questions please contact Jaclyn or Kate.

**Departmental Updates:**

**PEOPLE AND DEVELOPMENT:**

**Health and Safety:**

**JHSC Message:**

It goes without saying that our regular building inspections have been limited due to the current situation. We would like to ask all staff who are working in the building to be extra mindful of your area and any areas that you move through with regards to safety issues (tripping, ergonomics, broken equipment etc.) . If you see anything that could cause an injury to a staff member or anyone visiting the building, please let someone on the Joint Health & Safety Committee know so that we can rectify the situation.

We have a great record at keeping our operations and spaces safe- thanks to everyone for being diligent year round!

Andrea, Tanee, Karen, Ben, Maryann, Noah.

**COVID-19 Information: SwipedOn:** If you do not have a cell phone that supports the Swipedon app, we wanted to let everyone know that you can also login on the iPads located in the new USC InfoSource or outside the main office.

Wellness Program: Just a friendly reminder that if you would like access to a Headspace account you can enroll for free using this link! Headspace is a wonderful app that has guided meditation sessions, workouts, podcasts, and playlists created to help you focus while doing work! <https://work.headspace.com/universitystudentscouncilofwesternuniversity/member-enroll>

**FINANCE** Please sign and scan invoice copies to Tanee. Keep hard copies on file. When making COVID related purchases please ensure that you note that on the invoice/Request for Payment and referenced account # 72046.02.490. Reach out if you need your account lines.

**Office Supplies:**

Employees working from home that require office supplies are asked to fill in a request form. The fillable form on the USC Hub can be completed and submitted to their manager for approval. Supplies can be sent directly to a home address. [Office Supply Form Link](#)

**PROMOTIONS PRINT PRODUCTIONS:**

Promotions Print Production is now open and will be available Monday through Thursday, 10AM to 4PM. We are closed Fridays. Print Production will continue servicing USC staff and operations, faculty councils, and USC ratified clubs. Pickup will be located within USC InfoSource, and payment can be processed using account lines or our e-commerce portal.

Please email [print@westernusc.ca](mailto:print@westernusc.ca) for all your printing needs!

Poster Patrol is still accessible through our [website](#).

## **INFORMATION SYSTEMS:**

If you are like me, you get dozens of new emails every day. Not all of these, however, require immediate attention and hearing that “ding!” from my phone every few minutes got old real fast! Using the iPhone's VIP feature you can set up notifications only for emails from certain people.

First, to add people to the VIP list open the Mail app and locate an email from the person you want to flag. Tap their name. On the “Sender” pane, scroll down and tap “Add to VIP”.

Emails from that person will now appear in the special VIP mailbox. Tap the “i” bubble to see a list of people on the list. To add more people to the list, tap “Add VIP” or just keep adding them from the inbox.

To set up an alert, tap "VIP Alerts" here to access the VIP notification settings. You can also access these from Settings > Notifications > Mail > VIP.

Note: I have my phone set up to ding! when new mail for [helpdesk@westernusc.ca](mailto:helpdesk@westernusc.ca) arrives.... Another good reason to use that address for IS help!

## **RESERVATIONS & BUILDING SERVICES**

### **Deliveries**

We have added a trial to test the SwipedOn Deliveries Addon so that all deliveries can continue to be received at the main office. Couriers will be able to log in deliveries through the iPad outside the main office. If a delivery is specifically for you, then you will receive a notification that a package has arrived at the main office for you. A notification will also go out to a staff member in the office to be able to meet the courier at the door. All deliveries will be stored in the main office for pick up. If a package comes “general delivery” you will receive a separate email (not from SwipedOn) that you have something in the main office.

### **Building and Office Cleaning**

Sue and Nick V met with our new Facilities Building Supervisor, Corinne Ellis, who took over from Jeff Bruyea, to go over what additional measures are being taken to clean and sanitize the building and the cleaning schedule for our offices and space. We wanted everyone to be aware of the following:

### **UCC Building**

The touchpoints around the building (door handles, railings, elevator panels, fountains etc.) will be sanitized a minimum of 4 times a day. The washrooms will have either full or partial cleanings 4 times a day. The study carrels on the 3rd floor will also be sanitized up to 4 times per day.

### **USC Offices and Space**

The chart below shows the rooms, frequency and day of cleaning. Clarrisa, who is taking over from Doug, will be our Caretaker. Cleaning of the space will include removal of garbage and recycling, sweeping, mopping, if required, and light dusting. If you require any additional cleaning over and above this, please contact Sue.

Cleaning will be done between the hours of 3:30 p.m. and Midnight.

<b>Room</b>	<b>Frequency</b>	<b>Day</b>
340 Suite	1 per week, Bi-Weekly	Tuesday
O-Staff Hub - 301	1 per week, Bi-Weekly	Wednesday
Offices - 308,309, 310	1 per week, Bi-Weekly	Thursday
AVP Hub - 318, 318 A-F, 303,305, 307, 311, 312, 313, 316	1 per week, Bi-Weekly	Friday
Coordinator/Intern Hub - 315	1 per week	Thursday
Conference Rooms	1 per week	Monday
Gazette 262	1 per week	Wednesday
Gazette 263, 268, 268A	1 per week, Bi-Weekly	Monday
Rooms, 249, 251, 258, 260, A, A-1, B, C, D	1 per week, Bi-Weekly	Tuesday
CHRW	1 per week, Bi-Weely	Thursday